

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 10-60

**Date Received:** 5/25/2010

**Title:** Addition of Occupancy Agreement Checklist

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**Name:** Mark Timken

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**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** Space Guidance, Section 2.6.28 and 2.6.29

**Summary of Change:** Addition of GSA Occupancy Agreement (OA) checklist guide

**Reason for Change:** Addition of guidance and checklist to ensure consistent use of GSA OA's.

**Development, Review, and/or Concurrence:** ALO-100 and Service Areas

**Target Audience:** RECOs and Executive Operations staff who manage GSA provided space.

**Potential Links within FAST for the Change:** Insert link to Guide Document titled "FAA Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space" to be provided.

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** Insert link to Guide Document titled "FAA Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space" to be provided.

**Links for New/Modified Forms (or) Documents (LINK 1)** [Add new template 2.6.28 - OA Checklist for GSA Owned Space, to Real Estate Templates](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [Add new template 2.6.29 - OA Checklist for GSA Leased Space, to Real Estate Templates](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS ADDED:

Real Estate Guidance :

**Section 2.4.1.3 : Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space** [\[New Content\]](#)

## SECTIONS ADDED:

**Real Estate Guidance :**

**Section 2.4.1.3 : Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space**

A significant portion of the FAA's portfolio of space is GSA leased or owned space. The FAA's occupancy of GSA space is governed by the GSA Occupancy Agreement (OA). RECOs and Executive Operations Staff should use the [FAA Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space](#) in their assessment and review of GSA OAs.